

SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS APPLICATION PACKET

School Year 2008-2009

Pursuant to the Federal No Child Left Behind Act
Section 1116(e)(1)

Due Date: May 13, 2008 by 4:00 p.m.



**Standards & Assessment
(802) 828-1184**

Background

As part of the federal **No Child Left Behind Act** (NCLBA) of 2001, any local education agency (LEA) that has a school in its second year of School Improvement or in Corrective Action shall arrange for the provision of supplemental educational services to eligible students whose parents request them from a provider with a demonstrated record of effectiveness or a high probability of success. Parents select a provider from an official list approved by the state educational agency [Section 1116(e)(1)].

Purpose

This application is issued to select the providers of supplemental services that will be included on the approved Supplemental Services Provider List. The Department of Education will maintain a list of approved providers and the details of the services they provide. All providers that meet the criteria will be included on the Supplemental Services Provider List.

The Vermont Department of Education is making every effort to promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. The state-approved list will be updated at least annually. Each year there will be an opportunity for new providers to demonstrate that they meet the requirements. Providers of supplemental services can also be removed from the list annually.

It is expected that instruction will be primarily in the areas of reading/English language arts and math in order to help students achieve Vermont's standards, as demonstrated by improved scores on the Vermont State Assessments.

Eligibility Requirements

To be included on the approved list of supplemental services providers, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness or have a high probability of improving student academic achievement;
- Provide supplemental educational services that are consistent with state academic standards (the Vermont Framework of Standards and Learning Opportunities - Grade Expectations are available on the department's Web site at <http://www.state.vt.us/educ/new/html/pubs/framework.html>);
- Provide instruction that is of high quality, research-based, and specifically designed to improve academic achievement of eligible students on state assessments and attain proficiency in meeting the State's academic achievement standards;
- Provide letters of reference to parents and LEAs;
- Be financially sound;
- Provide instruction in addition to what is provided during the school day;
- Provide instruction that is secular, neutral and non-ideological;
- Meet all applicable federal, state, and local health, safety, and civil rights laws.

Eligible Service Providers

The term “Provider” is defined as a non-profit entity, a for-profit entity, or an LEA. Entities eligible to apply to provide supplemental services include, but are not limited to:

- Child care centers;
- Community-based organizations;
- Faith-based organizations;
- Family literacy programs/Even Start programs;
- Independent schools;
- Individuals;
- Institutions of higher education;
- Libraries;
- Literacy organizations;
- Private companies;
- Supervisory unions/districts.

Responsibilities of Approved Providers

Entities included on the Approved Supplemental Services Provider list are required to do the following:

- √ Ensure that instruction provided is aligned with the Vermont Framework of Standards and Learning Opportunities – Grade Expectations and in the case of a student with disabilities, is consistent with the student’s Individualized Education Program under section 614(d) of the Individuals with Disabilities Education Act.
- √ Provide parents of students receiving supplemental educational services and the appropriate LEA with information on the progress of the student in improving achievement, in a format and, to the extent practicable, in a language that parents can understand.
- √ Ensure that all employees who interact with students will be fingerprinted and will receive background checks pursuant to VT-DOE teacher licensure procedures.
- √ Enter into an agreement with the LEA that includes:
 - A statement of specific achievement goals for each student based upon the child’s specific educational needs;
 - A description of how the student’s progress will be measured;
 - A timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student’s Individual Education Program;
 - The amount of instructional time to be provided;
 - The location where services will be provided;
 - The means of transporting children to the place of instruction, if the services will be provided in a location other than student’s school;
 - A description of how the student’s parents, teacher(s) and LEA will be regularly informed of the student’s progress;
 - Provisions for the termination of the agreement;
 - Provisions with respect to the making of payments to the provider by the LEA;

- An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed without the written permission of the parents of the student;
- A description of the high quality, research-based instructional program;
- The academic and professional qualifications of staff responsible for the delivery of the instructional program.

The above requirements are intended to be consistent with, and in addition to, any requirements for supplemental service providers under the NCLBA. In the event of any conflict between the above listed requirements and the provisions of NCLBA, the provisions of NCLBA will govern.

Responsibilities of the LEA (Supervisory Union/District)

Qualifying LEAs are required to:

- √ Identify eligible students;
- √ Notify parents annually in an understandable and uniform format of:
 - The availability of supplemental services;
 - The approved providers whose services are within the LEA or whose services are reasonably available in neighboring LEAs;
 - A brief description of the services, qualifications, and demonstrated effectiveness of each approved provider to assist the parent in selecting a provider;
 - To the extent practicable, in a language the parents can understand;
- √ Contact providers selected by the parents and enter into a contractual agreement on behalf of the student;
- √ Monitor contract provisions.

LEAs are not required to provide transportation to those services offered away from the school location.

Funding

The LEA is only required to spend its Title I, Part A per pupil allocation or the actual cost of the supplemental services; whichever is less, for each student served.

Duration and Monitoring

The Vermont Department of Education, in cooperation with the applicable LEAs, is required to monitor the quality and effectiveness of the services offered by approved providers. Approval can be withdrawn from providers that fail, for two consecutive years, to contribute to improving the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances. VT-DOE monitoring will be conducted through contact with LEAs to ascertain an evaluation and demonstration of the effectiveness of providers. A violation of any of the above referenced provider responsibilities constitutes grounds for immediate removal from the state-approved list.

An LEA must continue to offer supplemental services until the school(s) in question is no longer in School Improvement according to the requirements of NCLBA.

Reporting

No later than thirty (30) days after completion of the contract with the school, the provider is expected to submit to the LEA and to the Vermont Department of Education a final written report that summarizes the progress of all students provided with supplemental services. This information will be used to help determine whether a provider will remain on the state-approved list.

Application Process and Timeline

For more information or questions about the application, contact Kathy Blanchard at (802) 828-5404 or e-mail kathy.blanchard@state.vt.us.

The Vermont Department of Education must receive applications by **May 13, 2008 by 4:00 p.m.** Address or deliver the application to:

Helen Oatley
Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501

Approvals will be determined by June 2008.

Required Format

Please use the application form attached and provide the information in the order indicated on the form. In addition:

- Use no smaller than 12-point type;
- Double-space;
- Use a document footer with entity name and page numbers;
- Limit narrative to ten (10) pages;
- Allowable attachments are limited to letters of reference, printed brochures describing the services provided, and documentation of research that provides evidence of effectiveness. Attachments such as CDs, videotapes or other multimedia productions will not be reviewed;
- Electronic submissions will not be accepted.

A complete application packet includes one (1) original and two (2) copies of:

- ☐ Completed application form with original signatures;
- ☐ Program narrative;
- ☐ Completed services summary chart;
- ☐ Signed assurances form;
- ☐ Allowable attachments.

APPLICATION FORM

Name of Entity _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Name of Contact Person _____

Geographic limitation. Our organization can provide services to:

All LEAs in Vermont: Yes _____ No _____

To only the following LEAs:

Please address the following questions in a narrative of no more than ten (10) pages.

1. Describe the program or tutorial services that will be offered.
2. Indicate how the program or services being offered are aligned with the Vermont Framework of Standards and Learning Opportunities – Grade Expectations.
3. Indicate who will be teaching in the program, their qualifications, and the ongoing support they will receive.
4. Describe your staff's knowledge and experience with diverse student populations (English language learners, migrant, homeless, socio-economically disadvantaged, and students with disabilities).
5. Describe the research that demonstrates that your program or services are effective at improving student achievement, in particular, the achievement of low-income, under-achieving students.
6. Provide evidence of the program's effectiveness including, where possible, data that support students' academic progress.
7. Describe how the program will be monitored for effectiveness.

8. Delineate how the progress of students receiving supplemental educational services will be measured and which assessments will be used. Describe procedures for aligning your assessments to local and state assessments.
9. Describe how the school and parents will be notified of the student's progress (in their native language, if necessary). Explain how your staff is trained to confer with parents and to resolve conflicts between tutors and parents. What parent orientation procedures are in place and how are parents expected to contribute to the tutoring process?
10. Indicate the pricing structure for providing supplemental services.
11. Provide evidence of financial soundness.

Supplemental Services Provider Profile Please limit responses to one word or short phrases. This information will be used in the compilation of a statewide master list for parents and LEAs.	
Name:	
City & County:	
Proposed location of service delivery:	
If service delivery is not at the student's school, is transportation provided, and if yes, is there a separate fee? (Note: Districts are not required to provide or pay for transportation).	
Service period start & end date for 2008-09:	
Type of certification of instructors:	
Individual or small group? Maximum # in small group?	
Length of each session:	
Number of sessions per week:	
Cost per session:	
Grade levels served:	
Tutoring available in Reading and/or Math:	
Title of curricula/methods utilized:	
Evidence of effectiveness:	
Specifics of reporting to parents & school (format, frequency, method of communication):	
Description of services available to diverse populations (i.e., special needs, specific languages):	
Other information:	

Assurances and Signature Form

In submitting this application to be included in the Vermont Department of Education Approved Supplemental Services Provider List, I certify that:

1. The service provider meets all applicable federal, state, and local health, safety, and civil rights laws.
2. All staff providing program services have undergone background checks with the Vermont Criminal Information Center, have been fingerprinted and are approved to work with students.
3. All instruction and content are secular, neutral, and non-ideological.
4. All services will be provided on a nondiscriminatory basis.
5. The service provider will not disclose to anyone the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.
6. The service provider is financially stable and will be able to complete services to the student and the school.
7. The service provider will not apply additional admission criteria to eligible students.
8. Providers will collaborate with the school to provide appropriate services for the student.
9. Providers will provide an instructional program that is supplemental to the regular school program.
10. Providers agree to provide, at a minimum, quarterly academic achievement progress reports to parents and students' LEA.
11. Providers will make every effort to involve parents/guardians in developing the needs assessment for the student, developing a plan of services and exchanging information on the progress of the student.
12. Providers will give copies of background checks to the LEA.
13. Providers have liability insurance. List company name and policy number or attach a copy of the policy cover page. _____
14. Provider agrees to abide by the conditions of the contract with the LEA including the fee that will be in compliance with Section 1116 (e) (6) (A) (B) NCLB.

Signature

Title

Date